

DECK/PORCH

BUILDING PERMIT APPLICATION, PROCEDURES AND CHECKLIST

1. Complete **BUILDING PERMIT APPLICATION** Attached.
2. Complete **PLOT PLAN** noting **ALL** setbacks. These must comply with local zoning regulations. If zoning district is not known, contact building/zoning officer.
3. If you are doing the work yourself and with less than 40 hours (cumulative) outside help, submit a current copy of your **HOMEOWNER'S INSURANCE** indicating dates policy is in effect.

- OR -

4. If the contractor doing the work is a sole proprietor or a partnership and has no employees,
- FORM CE 200** must be filed, **for each job**, with the New York State Worker's Compensation Board Office.
 - LIABILITY INSURANCE (CURRENT COPY)** must be filed with us naming the Town of Portland as the Certificate Holder.

- OR -

5. If the contractor doing the work, hires any part time or full time help or leases employees, the following **PROOFS OF INSURANCE MUST** be on file with this office **naming the CERTIFICATE HOLDER as:**

Town of Portland, 87 W. Main St., Brocton, NY 14716

- CERTIFICATE OF NY STATE WORKMAN'S COMPENSATION INSURANCE** (C-105.2 or U-26.3, ACORD forms are not accepted).
- CERTIFICATE OF LIABILITY INSURANCE (ACORD 25)**
- CERTIFICATE OF INSURANCE COVERAGE UNDER THE NYS DISABILITY BENEFITS LAW (DB-120.1)**

6. A copy of your survey is **REQUIRED** for **new construction unless** you reside in a mobile home park. If you reside in a mobile home park, please follow their procedures as well as the Town's.

7. **TWO** sets of plans for foundation, deck, porch and landscaping (commercial project) must be submitted. Plans **MUST** be drawn to scale.

8. You **MUST** comply with DEC or FEMA Regulations related to wetlands, flood zones and lakeshore. SEQR; and Department of Labor requirements (i.e. asbestos removal laws).

KNOW WHAT'S BELOW, CALL BEFORE YOU DIG. Making one-call just got easier – just dial 8-1-1 when you need to make an underground facility locate request. State and federal laws require a person to call their area one-call center at least two days, and in some cases three days, prior to beginning excavation. Excavators can now use the national designated three-digit number, 811, or continue to use individual state one-call numbers to reach their local one-call center. For more information on the 811 program and media campaign, please visit www.call811.com.



716-792-9614x4



87 W Main St, Brocton, NY 14716



716-792-9610



code@town.portland.ny.us

BUILDING/ZONING PERMIT APPLICATION TOWN OF PORTLAND

GENERAL INFORMATION:

- A. COMPLIANCE – Applicants are responsible for complying with all regulations in the NYS Building Code and Town of Portland Zoning Law as well as other laws (e.g. Health Dept. Permits, etc.)
- B. ASSISTANCE – Forms shall be filled out as accurately and completely as possible. Assistance is available from the Code Enforcement Officer.
- C. FEE – A fee specified in the Zoning Law must be paid prior to processing this application.
- D. TIME FOR PROCESSING – Approval or denial will be sent or given to the applicant within 2 weeks from the date the application and all supporting documentation is received.
- E. ANSWERING QUESTIONS – All questions must be answered prior to the processing of the permit.

APPLICANT INFORMATION:

- A. APPLICANT NAME: _____ Mailing Address: _____
 Phone #: _____ DATE: _____
- B. OWNER/NAME: _____ Mailing Address: _____
 Phone #: _____ DATE: _____
- C. CONTRACTOR’S NAME: _____ Mailing Address: _____
 Phone #: _____ DATE: _____
- CONSTRUCTION TIME PERIOD – Start Date: _____ Completion Date _____

PROPERTY LOCATION: (Construction Site)

Physical Address _____

Section/Block/Lot (SBL) from tax map _____

Zoning District (check one): AG, AG-R, B1, CR, HC, II, LI, NC, P, R1, R2, R3, R4

PROPERTY INFORMATION:

LOT SIZE(SQ.FT.) _____ LOT DIM. (FRONT/SIDE/REAR) _____ / _____ / _____

SETBACKS: FRONT _____ REAR _____ LEFT _____ RIGHT _____

PROJECT USE & DESCRIPTION: (answer all applicable questions)

- A. TYPE USE (check one): Residential, *Commercial, *Industrial, Other: _____
 Explain Project (DETAIL) _____
-
- B. WHICH DESCRIBES THE PROJECT (PERMIT IS FOR):
- Deck, Porch, Repair/Retrofit, Alteration, Demolition, Conversion,
- Other (please explain in detail): _____



* For Commercial Structures or Commercial Land Use: See Site Plan Review Application and Requirements.

D. SIZE: Floor space in dimensions _____ Square Footage _____
Height in Feet/Inches: _____

E. COST: Estimated Construction Cost _____

F. BUILDING MATERIALS: Please list on Separate Sheet

PLOT PLAN: On the separate enclosed sheet, graphically & approximately to scale, describe the proposed structure as it relates to its surroundings. Include: buildings, driveways, parking/loading areas, sign locations, fences, adjacent roadways, steep slope areas, distance of structures to road/boundary lines, lot dimensions, and other important features. Include TWO (2) copies of any plans (blueprints)(1 copy will be returned to you with any required changes).

ENVIRONMENTAL CONCERNS: Prior to granting the building/zoning permit, assurances must be received that the applicant has complied with all environmental laws. County Health Department approved water and sewer is mandatory where applicable. Check which of the following laws apply: (1) Health (sewer & water) __, (2) Flood Insurance __, (3) State Environmental Quality Review Act (SEQR) __. Attach written approval or permit with this application.

APPLICATION CERTIFICATION – I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

SIGNATURE OF APPLICANT/AUTHORIZED: _____ Date _____

OFFICIAL USE ONLY: PERMIT # _____

Type of Construction: _____ Occupancy _____

Existing Use: _____ Proposed Use: _____

Fee Paid: \$ _____ Cash Check [Check # _____]

Approved Rejected ZBA Approval Planning Board Approval

Building Inspector's Signature

Date



PLOT PLAN

1. This page shall be used for the drawing of a plot plan for all major construction and additions and in such other cases as the Building and Zoning Officer deems necessary.
2. The plot plan shall show the location and size of the lot, locations and sizes of buildings and structures upon the premises (both existing and proposed) and their relationship to adjoining premises and public streets.
3. Locate and label clearly and distinctly all building and structures, show widths and depths of all yards, show names of all streets and indicate north with an arrow.

SHOW DISTANCE FROM ANY BUILDING TO SIDE, FRONT AND REAR LOT LINES
SHOW DISTANCE BETWEEN ANY BUILDINGS

Rear of Lot _____ ft.

Frontage of lot _____ ft.

Physical Address _____



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DECK/PORCH IS:

- Free Standing
- Attached to Building
- Single story – height _____
- Double story – height _____

FOUNDATION:

- Concrete pier
- Treated post set in concrete tubes
- Treated post set with concrete at base of hole
- Other (DETAIL): _____
Depth below grade of pier or posthole: _____

POSTS:

- Size _____
- Entirely pressure treated
 - Other (DETAIL) _____
 - Spacing OC _____

DRAW A DIAGRAM OF POST PLACEMENT. INDICATE WHICH WAY FLOOR JOISTS RUN. INCLUDE ANY INTERMEDIARY SUPPORT AS WELL AS ANY STAIRS.

PT LUMBER FOR INTERMEDIARY SUPPORTS _____

FASTENERS _____

PLATE ATTACHED TO BUILDING (note size PT lumber & fasteners) _____

PLATES (SIZE TREATED LUMBER) _____

FASTENERS _____

FLASHING _____



FLOOR JOISTS:

Size pressure treated lumber _____

Fasteners used _____

NOTE: FLOOR JOISTS MAY NOT BE TOE NAILED. GALVANIZED HANGERS SIZED FOR THE DIMENSIONAL LUMBER MUST BE UTILIZED.

DECKING:

5/4 Pressure treated lumber

Composite

Other (please explain) _____

Fasteners used _____

Height of deck off ground _____

NOTE: DECKS 30 INCHES OFF GROUND REQUIRE GUARDRAILS AND BALUSTER OR A HALF WALL.

GUARDS AND BALUSTERS OR HALF WALL REQUIRED:

Guard rail/half wall height (Code requires 34" to 38") _____

Guard rail/half wall material _____

Baluster material _____

Baluster spacing (Code requires not more than 4") _____

ADDITIONAL NEWELS

Placement _____

Dimensional lumber _____

STEPS:

What is the total rise from grade to deck? _____

CONSTRUCTION MATERIAL:

Concrete

Rise of step _____

Tread width _____

Pre-cast

Wood

Material for steps _____

Material for stringers _____

How are steps attached to stringers? _____

Fasteners used _____

Rise of step _____

Tread of width _____

NOTE: MAXIMUM RISE BY CODE IS 8 1/4". MINIMUM TREAD DEPTH IS 9". MAXIMUM NOSING IS 1 1/4".

NOTE: IF TOTAL ELEVATION OF STAIRS IS OVER 30 INCHES, A HANDRAIL WITH BALUSTERS IS REQUIRED.



HANDRAIL REQUIRED:

Handrail height (Code requires 34" to 38") _____

Handrail material _____

Baluster material _____

Baluster spacing (Code requires not more than 4") _____

Newell material and dimensions _____

Connected to pool and/or house – **If checked, the following apply:**

Stairs to ground level must be gated, self-closing, self-latching and securely locked with a childproof lock (key or combination).

Gate must open outward from pool.

The self-latching device shall be located on the pool side of the gate at least 3 inches below the top of the gate. The gate and barrier **SHALL NOT** have any opening **greater than ½ inch** within **18 inches** of the release mechanism. That includes the balusters.

All doors with direct access to the deck and pool shall be equipped with an **alarm** which produces an audible warning when the door and its screen, if present, are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touch pad or switch, to temporarily deactivate the alarm for a single opening. Such deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door.

ROOF:

Gable

Shed

Other (please explain) _____

Slope _____

HOW ATTACHED TO HOUSE?

Side wall

Plate size _____

Fasteners _____

Flashing _____

Counter flashing _____

Attached to house roof

Plate size _____

Fasteners _____



If attaching gable to gable, draw diagram below. List materials for framing, valley, etc.

NOTE: SIDING AND SHINGLES MUST BE REMOVED TO PLANKING OR SHEATHING SO ATTACHMENT CAN BE MADE TO PRIMARY STRUCTURE.

HEADERS:

Size _____

Double plate at eaves _____

Fasteners for framing _____

ROOF:

Trusses:

SPEC SHEET FROM MANUFACTURER MUST BE PROVIDED TO OBTAIN PERMIT. STAMPED PAPER THAT COMES WITH TRUSSES MUST BE FILED IN BUILDING/ZONING OFFICE AT A LATER DATE.

Rafters:

Dimensional lumber _____

OC measurement _____

Collar ties _____

Ridge board _____

Strong back (ceiling joist) _____

Finished ceiling _____



DRAW A DIAGRAM BELOW SHOWING DIRECTION RAFTERS RUN.

NOTE: ROUGH CUT LUMBER MAY NOT BE USED.

Decking _____

Fasteners _____

ROOF COVERING:

Underlayment

Ice and water shield

Drip Edge

Shingles

Metal

Other _____

EVES:

Overhang _____

Enclosed with _____

FASCIA:

Dimensional lumber _____

Exterior finish of _____

GABLE OR SHED ROOF ENDS ENCLOSED:

Sheathing and fasteners _____

Exterior finish of _____

ELECTRIC: _____

